

MINUTES OF A MEETING OF THE SCOTTISH HEALTH COUNCIL
HELD ON 10 APRIL 2008
IN MEETING ROOM 1, DELTA HOUSE, GLASGOW

Present:	Brian Beacom MBE	Chairman
	Alex Baird	Council Member
	Anne Brown	Council Member
	Neil Galbraith	Council Member
	Irene Garden	Council Member
	Agnes Robson	Council Member
	David Weatherhill	Council Member
	Pauline Hamilton	Council Member
In Attendance:	Richard Norris	Director
	Catherine Tait	PA to Director and Chairman
Apologies:	Jacquie Malcolm	Council Member
	Margaret Fiskin	Council Member

1 WELCOME AND APOLOGIES

ACTION

The Chairman welcomed everyone to the meeting and advised that apologies for absence were received as above. The Chairman extended a very warm welcome to the following new members:

- Pauline Hamilton, who is a lecturer in Adult Nursing, Nursing Studies with Glasgow Caledonian University, and is a National Appointment.
- David Weatherhill, who is a Company Director with IT Project Management Scotland Limited. Mr Weatherhill is also a Local Advisory Council member and is a Regional Appointment.

The Chairman welcomed both new members, and hopes that they would find it a worthwhile experience.

2 CHAIRMAN'S REPORT

The Chairman attended the following meetings:

- Shortlisting Exercise with Christine Caldwell and Irene Forrest for national members
- NHS QIS Board Meeting
- Meeting with Sir Graham Teasdale, Chairman of NHS QIS
- Invitation to Ministerial Dinner
- Clinical Skills - National Alliance Meeting
- NHS Chairs Private Meeting and Cabinet Secretary Meeting
- Meeting with Andrew MacLeod
- National Council Members Interviews
- Accommodation Meeting
- Meeting with Sub Group of the NHS QIS Board
- General Medical Council Dinner Reception
- Visit of Chilean Delegation – Chairman was invited to speak to the delegation which is looking at accountability in health and developing the role of Patient Focus and Public Involvement and lessons that Chile can learn from Scotland.
- Nursing Midwifery Council Launch – the Chairman was invited to speak at this launch of a new Code of Conduct for nurses and midwives which comes into effect on 01 May, 2008.
- Meeting with 4 nations delegates – Chairman hosted an evening dinner for representatives of public involvement organisations across the UK.

The Chairman advised Council of changes to the Closing the Loop group (which is part of the Patient Experience Project) which he had attended and this has been changed to Better Together, Closing the Loop. The Chairman has been invited to participate in this new group and has accepted this invitation with the first meeting taking place on 03 June, 2008.

3 MINUTES

The minutes of the meeting held on 08 February, 2008 were approved by Council as an accurate record.

4 MATTERS ARISING FROM PREVIOUS MEETING

Update on Small Grants Scheme

The Chairman informed the Council that the quality of bids received was very good.

Council enquired if there can be more information about what the projects will do and the progress made. The Chairman advised that there will be

progress reports submitted to the Scottish Health Council by October, 2008.

Council enquired how many successful applications were there from both voluntary sectors and NHS and of the geographical split. Agnes Robson and Alex Baird were on the shortlisting committee and advised there was a broad geographical split, and included both NHS and the voluntary sector.

It was agreed that it would be helpful to have a list of successful applications and of the geographical spread. The Director will e-mail this to members for their information.

Council enquired if there had been a press release regarding the grants scheme, possibly in local newspapers. The Chairman has spoken to the Press Officer and there may be an opportunity for a media release to highlight locally what had been achieved by providing funding, at the conclusion of the project activities.

**The
Director**

5 DIRECTOR'S REPORT

The Director stated he had nothing to add to his written report but was happy to answer any questions.

NHS Complaints Procedure

Council sought clarification on that same process and procedures were required for all Boards. The Chairman confirmed that the process was the same for all.

The Chairman advised that a review of the operation of the NHS Complaints procedure has been commissioned by the Scottish Health Council, with funding from the Scottish Government.

Alex Baird had enquired locally for statistics and has been unsuccessful in accessing this information and looks forward to receiving regular feedback as the research progresses.

6 FINANCE UPDATE

In response to an enquiry from a Council member the Director advised that the final financial report for 2007-8 will be available at the next Council meeting.

Council sought clarification on the points below detailed in the summary budget report for 2008/09:

- Salaries and Wages – a Council member asked if the basis for calculating the vacancy rate of 8% was based on rational grounds. The Director advised that this projection is based on experience from previous years.
- Independent Scrutiny Panel – The Director confirmed that if the Scottish Health Council are asked to provide a secretariat for this function then the Scottish Government would need to provide extra resources.
- Small grants – a Council member sought clarification if the funding allocation for small grants is out of the 2007-8 budget. The Chairman confirmed that this research was funded from the 2007-8 budget.
- Research – members enquired if the budget allocation of 45k for Research was earmarked for particular topics. The Director advised that the Research Programme for the coming year was still being drafted, and would be discussed at the June Strategy Meeting.
- Training – members enquired whether there is a volunteer policy. The Chairman advised this is being developed and will be an item on the agenda for the next Council meeting.

**The
Director**

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REVISED ASSESSMENT APPROACH

At our Annual Review it was agreed that the assessment process needs to be streamlined. The Director advised that following discussion with the Scottish Government the process has been revised so that Boards are producing self assessments which will be endorsed by the Scottish Health Council.

We will not be producing separate individual assessment reports on the progress made by Boards this year, but will produce a national 'overview' report based on their self assessments.

Once Boards' Local Delivery Plans are finalised there will be actions set and from these actions, the Board should agree with patient and community groups, a minimum of 6 key Patient Focus and Public Involvement actions for 2008/09.

Council agreed it would be useful if the 6 key actions be compared to see if there were emerging themes. This information will be provided when it becomes available.

Some members had concerns that the Boards can set their own targets. The Chairman advised that these targets must be in connection with their Local Delivery Plans and/or strategic objectives.

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WORKPLAN

The Director confirmed that there is a direct reporting relationship with the Scottish Health Council and the Scottish Government, and that we are required to produce a budget statement and Workplan. The approach to this year's Workplan is to focus on the actions that were agreed at our Annual Review. This format was used successfully as a briefing paper for the meeting in January involving the Chairman and the Director with the Cabinet Secretary.

Council agreed this was easy to read but some members thought the timescales to complete many of the actions before July looked too ambitious. The Director found this feedback helpful and reiterated that it was still in draft form at this stage.

Council commented on the points below detailed below:

- Page 2 Action Point 2, 2nd column, 1 down
"Produce overview report in Plain English." The Chairman advised we already have this in reports and it may be helpful to produce an 'easy to read' summary report. There is a need to be creative and improve coverage of future reports and there is work to be done on this. The Chairman has requested a review of the process of report distribution, and check for example if health centres have received reports and if they are being displayed and available to the public.
- Page 6 Action Point 5, 3rd column, 4 down
Promote the establishment of www.evolvingpractice.org
Change to
Promote the use of www.evolvingpractice.org

Council approved this document in draft form at this stage, prior to submission to the Scottish Government.

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PROPOSED REMIT FOR EXTERNAL REVIEW

Neil Galbraith proposed that agenda item no 8 should be moved to the private part of the meeting in view of potential staff issues. Council agreed this change to the agenda, and Item 8 was moved to the private part.

10 DATE OF NEXT MEETING

The Chairman reminded the members that the June meeting will commence with a strategy meeting taking place on Wednesday 11th June. Details as follows:

Wednesday 11 June, 2008
Arrival, lunch and afternoon Strategy Meeting

Evening Meal and Overnight Stay

Thursday 12 June, 2008
Scottish Health Council Meeting, lunch and depart

The meeting agenda and venue details will be sent out in due course.

Signed by:

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Brian Beacom MBE
Chairman

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Date